



# Funding Application Form

Supporting charitable purposes within the Ashburton District

**Enquiries always welcome**

**Email: [grants@advanceashburton.org.nz](mailto:grants@advanceashburton.org.nz)**

**Phone: 03 307 5902**



CHARITIES COMMISSION REGISTRATION CC28482



## Advance Ashburton Community Foundation

Advance Ashburton Community Foundation is a registered Charitable Trust, established in 2003. The Foundation provides a trusted, effective and simple way for individuals, families, clubs and organisations to give long-lasting benefits to charitable causes within the Ashburton district.

Every donation Advance Ashburton receives is from the generosity of those that have the Ashburton District at heart. Donations are made either as a one-off, a regular payment through payroll giving, or from a gift in a Will. Every donation the Foundation receives is invested, and the income generated is distributed to worthy, local causes that honour the wishes of the donor.

Advance Ashburton is also the local Funding Manager for The Tindall Foundation. This means that Advance Ashburton has been chosen by the Tindall Foundation to distribute their generosity on their behalf. Their chosen causes being to support families and whanau and social services within the Mid Canterbury region.

### Before you complete your application, you may find it helpful to read these tips:

- First check that your project is eligible to receive Advance Ashburton funding. You will find the eligibility criteria on the Advance Ashburton website.
- We are interested in hearing about the difference your project will make. Being really clear about the outcomes of your project is really helpful.
- Remember, we won't assess your application on how well you present the information, so please don't worry about fancy formatting. Keep your answers clear and concise.
- Double-check you have completed your application in full, utilise the checklist provided.
- If you are unsure, give us a call. We are happy to offer guidance in any way that we can.

### Where can you go to get more information?

- Via the Advance Ashburton Community Foundation website [www.advanceashburton.org.nz](http://www.advanceashburton.org.nz)
- Or contact our Grants Administrator - [grants@advanceashburton.org.nz](mailto:grants@advanceashburton.org.nz) or phone 307 9502

### Closing Dates

Closing dates for funding applications are located on the Advance Ashburton website

# ✓ Checklist



**Is your organisation Incorporated?**

In order to be eligible for a grant your organisation must be incorporated, either under the Incorporated Societies Act or other Act. Only not-for-profit bodies may apply eg any society, association or organisation that is incorporated and legally constituted, whose rules do not allow money, property or any other benefits to be distributed to any of its members.

**Do you have Charities Services registration OR an IRD income tax exemption letter?**

If you do not have at least one of these, we are unable to consider your application, but you are welcome to contact us to find out how to go about it.

**Have you attached a full set of your most recent annual financial accounts?**

These are not required to be audited but must not be more than 12 months old.

**Have you provided a list of your current governing body officers' names?**

**Have you provided a list of current executive staff (including qualifications and experience)?**

**Have you signed the declaration?**

**Is your request something we can fund?**

Please refer to the application guidelines on our website to determine whether your request can be funded. Should you require further clarification, please contact us.

**Have you attached a pre-printed deposit slip or bank account details verified by the Bank?**

All bank details must be pre-printed, or bank verified, no alternatives will be accepted.

**Have you attached cost evidence?**

Please include the project budget – including all income and expenditure expected. For any capital purchases, supply at least two quotes.

**Have you kept a photocopy of the full application and all associated documents for your records?**

**Have you supplied full contact details for two referees?**

**Have you answered every question on the application form?**

**Have you read the helpful tips on Page 2?**



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## APPLICANT DETAILS

Name of Organisation:  Date

Legal Status:  Charities Commission Registration #

Postal Address:

Street Address:

Contact Person:  Position:

Phone:  Email:

Is the organisation GST registered?  Website:

Initiative Name:

Amount Requested: \$  per annum for  years

## PROFILE OF YOUR ORGANISATION

Provide details of your organisation. (This could include a link to your website or a brief description of who you are, what you do, projects you have completed or are involved with.)

## COMMUNITY LINKS

Please list the organisations and networks with which your organisation maintains regular contact with.

## SUMMARY OF REQUEST

1. Describe your initiative/project (What is the purpose of your funding request?)

2. How have you established the need for this in our community?

3. Who and how many people will benefit from this? (consider both directly and indirectly)

4. How do you plan to make it happen? (what, how, when)

5. Will you be collaborating with any other people, organisations and networks with regards to this initiative/project? (If yes, please list who these will be. Remember to consider all those involved in pre, during and post initiative/project)

6. Give names, qualifications and experience of the key people involved with this initiative/project.

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**DEFINED OUTCOMES AND INDICATORS OF PROGRESS**

We understand you wish to carry out this initiative to make a difference. We are interested to know how you are going to go about achieving this, including what outcomes you are planning to achieve, the actions you will undertake to achieve these outcomes as well as identifying how you will measure your success. Please complete the following table giving specifics.

It is important to note that if funding is approved you will be asked to report on this.

**Be sure to think about these outcomes carefully. Initial approval of funding and the monitoring of the effectiveness of your initiative can be based on what you state here. (Other conditions may also apply.)**

What are you trying to achieve?	How will you achieve this?	How will you measure your success?

## SOURCES OF FUNDING FOR THIS INITIATIVE

Please list the details of any other sources of funding that you have applied for to help fund this initiative/project.

Source	Amount Applied For	Applied/Confirmed
	\$	
	\$	
	\$	

Please indicate (where relevant) how funding for this initiative will be sustained when/if the Advance Ashburton Community Foundation funding ceases.

## REFEREE DETAILS

**Please provide names and contact details for two referees:**

Referees should be individuals who can comment on the integrity and the services provided by the applying organisation, and preferably be external to this organisation.

Referees must not be directly involved with Advance Ashburton Community Foundation (e.g. trustees, committee members or staff members).

**Referee 1:**

<b>Name of Referee:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>
<b>Relationship to applicant:</b>	<input type="text"/>	<b>Mobile:</b>	<input type="text"/>

**Referee 2:**

<b>Name of Referee:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>
<b>Relationship to applicant:</b>	<input type="text"/>	<b>Mobile:</b>	<input type="text"/>

**APPLICANT'S DECLARATION**

- This application has the formal approval of our controlling Board/Committee/Authority.
- To the best of our knowledge the information provided in this application is true and correct.
- It is acknowledged that any decision made by Advance Ashburton Community Foundation is final and we accept that no reasons for such a decision may be given, nor any correspondence entered into.
- We agree that any donation made will be used for the purposes specified in our application or as directed by Advance Ashburton Community Foundation. In the event that we cannot comply with the conditions of the donations within the specified time, we will advise the Foundation of the surrounding circumstances to enable a review of the donation to take place.
- We authorise Advance Ashburton Community Foundation or its agents to make any enquiries of any third parties, (even though that may involve disclosing information contained in the application) or undertake audits of our organisation in connection with this application.
- We acknowledge that this application and details of the Trustees' decision may be shared with other funders and made publicly available.
- We agree to immediately inform Advance Ashburton Community Foundation should the initiative depart from that agreed.
- We authorise Advance Ashburton Community Foundation to use our name/photograph for publicity purposes and participate in promotional work as may be reasonably required by the Foundation, free of charge.
- We will acknowledge the support of the Foundation in our literature, announcements and interviews.
- If the donation was for a capital item, the applicant will supply a receipt of purchase upon request.

**For and on behalf of:** This application needs to be signed by two authorised members of your organisation. Signatories must not be directly involved with Advance Ashburton Community Foundation (e.g. trustees, committee members or staff members).

<b>Organisation name:</b>	<input type="text"/>	
<b>Full Name (print):</b>	<input type="text"/>	<b>Position:</b> <input type="text"/>
<b>Signature:</b>	<input type="text"/>	<b>Date:</b> <input type="text"/>
<b>Full Name (print):</b>	<input type="text"/>	<b>Position:</b> <input type="text"/>
<b>Signature:</b>	<input type="text"/>	<b>Date:</b> <input type="text"/>

**Refer to the checklist on page 3 to make sure you have completed all the requirements. Once your application is complete please send this form together with any supporting information via email, post or hand deliver to:**

**Email** [grants@advanceashburton.org.nz](mailto:grants@advanceashburton.org.nz)  
**Post** Advance Ashburton Community Foundation, P O Box 310, Ashburton 7740  
**Deliver** Advance Ashburton Community Foundation, Level 2, Somerset House, 161 Burnett Street, Ashburton 7700